

In the Student Information System (SIS), the **SISR09 Multiple Enrollment Report** will list students enrolled in more than one district on overlapping dates.

Districts should work together to verify and make corrections to any entry and exit dates that may cause overlapping enrollments between districts. Entry and exit dates should not overlap: A student's **ENTRY DATE** in a district must be on or after a student's EXIT DATE from another district, conversely, a student's **EXIT DATE** from a district must be on or before a student's ENTRY DATE in another district (*excludes certain temporary enrollments in special schools*).

To run the **SISR09 Multiple Enrollment Report**, the As Of date should be selected.

- When the As Of date selected is **blank**, the report will list students enrolled in more than one district on overlapping dates at any point during the school year. This data should be corrected whenever possible.
- When the As Of date selected is the **count date** (for example 10/1/18), the report will list the students enrolled in more than one district on this date. This data should be corrected as it may affect funding allocations.
 - Districts should work together to correct ENTRY/EXIT dates for students with overlapping enrollment on the **count date**.
 - *If an agreement cannot be reached between the districts for a particular student enrollment, funding will not be allocated to any district and each district will be audited by Finance. The results of the audit will determine which district is eligible to receive funding.*
 - For the audit, each district will be asked to provide documentation to show the student was enrolled and actually in attendance on the count date. Please refer to the [Base Membership Desk Audit for Multiple Enrollments](#) document posted on LDOE INSIGHT.



SISR09 - Multiple Enrollment Report

Beginning Schl Sess Yr: 2017

Processing Period: Oct. 1 MFP

Sponsor: 001 Acadia Parish

As Of Date: 10/2/2017

Request this Report

Enter your selection criteria and click 'Request this Report'

ENTRY and EXIT dates should not overlap: A student's **ENTRY DATE** in a district must be on or after a student's EXIT DATE from another district, conversely, a student's **EXIT DATE** from a district must be on or before a student's ENTRY DATE in another district (**except for Sponsor 101 where overlaps are allowed**).

Please refer to the current SIS User Guide for additional information about ENTRY and EXIT DATES.

EXAMPLES:

District 1		District 2		Review each student listed on the <i>SISR09 Multiple Enrollment Report</i> and determine what changes are needed to correct the overlapping ENTRY/EXIT dates.
ENTRY DATE	EXIT DATE	ENTRY DATE	EXIT DATE	
9/19/18	none	8/4/18	none	<p>District 1 and District 2 should work together to correct the overlapping enrollment.</p> <p>District 2 -Verify whether the student is enrolled and still attending. If not, correct the EXIT DATE.</p> <p>District 1 -Verify whether the student was enrolled and has been attending since 9/19/18.</p>
8/3/18	8/4/18	8/3/18	none	<p>District 1 and District 2 should work together to correct the overlapping enrollment.</p> <p>District 1 -Verify whether the student was actually in attendance on the First day of school.</p> <ul style="list-style-type: none"> If the student was in attendance last school year, was expected to be in attendance this school year, but did not show up: <ul style="list-style-type: none"> Enter/exit the student on the first day of school. ENTRY REASON = "E1" ENTRY REASON = "18"[no show] ENTRY DATE = First Day of School EXIT DATE = First Day of School For new students who may have enrolled over the summer, but did not show up: <ul style="list-style-type: none"> There is no need to report the student's enrollment in SIS. <p>District 2 -Verify the student was enrolled and has been attending since the first day of school. If not, correct the ENTRY DATE.</p>